



**CITY OF MONROVIA
415 SOUTH IVY AVENUE
MONROVIA, CA 91016**

HOME OCCUPATION APPLICATION

HOME OCCUPATIONS. The City encourages the establishment of home occupations that are compatible with the residential character of the neighborhood. A home occupation may serve as an incubator to allow businesses to start up. However, a home occupation shall be incidental to the use of the site for residential purposes. A home occupation shall meet the following criteria:

- A. No employees other than members of the resident family.
- B. No use of material or equipment not recognized as being part of the normal practices in the zone in which the use is a part.
- C. The use shall not generate pedestrian or vehicular traffic beyond that which is normal to the zone in which it is located.
- D. It shall not involve the use of commercial vehicles for pick up or delivery of materials from the premises other than common carriers which customarily make pick ups or deliveries in a residential area.
- E. No outside storage of materials and/or supplies.
- F. It shall not involve the use of signs other than those permitted in the zone of which it is a part.
- G. It must be conducted either within one room of a dwelling, or within an area of an accessory building which does not exceed 200 square feet, excluding a private garage. It may be conducted within a private garage, except that storage associated with a home occupation is permitted, provided that such storage does not interfere with the maintenance and use of two conforming spaces within the private garage.
- H. In no way shall the appearance of the structure be so altered or the conduct of the occupation within the structure be such that the structure may be reasonably recognized as serving as a non-residential use, either by color, materials or construction, lighting, signs, sounds or voices, vibrations, etc.
- I. There shall be no use of utilities or community facilities beyond that normal to the use of the property for residential purposes.
- J. No sales of products on the premises.
- K. Not more than one vehicle shall be utilized for a home occupation. Such vehicle shall be of a type customarily used in conjunction with the residential use.

APPLICANT: _____

FIRM NAME: _____ PHONE: _____

ADDRESS OF HOME OCCUPATION: _____

DESCRIBE IN DETAIL THE BUSINESS TO BE CONDUCTED FROM THE RESIDENCE:

AFFIRMATION:

I have read and understand the requirement of a Home Occupation and do hereby agree to comply with the conditions stated above and to limit my activities to the business described to me under items A thru K. I understand that any violation of the regulations governing a home occupation will be sufficient reason for revoking of the home occupation permit and business license and continued operation after revocation may be a misdemeanor.

Dated: _____ Signature: _____

Approval: _____ / _____

Building Department

Planning Department